

compiled and published by the
League of Women Voters of
Terre Haute, Indiana

FOREWORD

This booklet has been prepared by the League of Women Voters of Terre Haute, in an effort to carry out its purpose, "to promote political responsibility through informed and active participation of citizens in government."

We are grateful to all those who helped make this booklet possible -- especially the many public officials who supplied essential information, the Vigo County Public Library and Girl Scout Cadette Troop number 103.

We sincerely hope that "Who's in Charge Here?" will be a useful source of information on our local government.

Mrs. Don K. Hereford, President
League of Women Voters of
Terre Haute, Indiana

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INTRODUCTION

Local government in Indiana functions through a pattern of interlocking and often overlapping governmental units, districts and jurisdictions. The major governmental units, from a geographical standpoint, are townships, towns, cities and counties. Their organization, both within and among these geographical units, is rather complex.

To complicate matters further, many laws are passed at each session of the General Assembly which are "special legislation" in that they apply only to a certain city, county, township or school corporation. In addition, super-imposed on the aforementioned governmental units are election districts and special districts for such services as flood prevention, hospitals, harbors and parks.

An example of overlapping governmental units is provided by our own locality. Terre Haute, the county seat of Vigo County, is in Harrison Township, one of twelve townships in the county. As a result of annexation of all of Harrison Township by the city in 1957, the boundaries of both coincided. In addition, certain areas in Otter Creek, Lost Creek and Honey Creek townships have been annexed to the city. However, each township government continues to provide administration of poor relief and assessment of taxable property for its entire area. The city provides certain services (fire and police protection, trash disposal, sewers, etc.). The county government performs certain other services for the city, such as collection of taxes and conduct of elections.

As a resident of Vigo County, you participate in the operation of our local government in several ways, but primarily as a taxpayer and a voter.

Your degree of participation in government is your decision to make. Many choices are open to you: to run for office; to accept an appointment to a board, commission or office; to keep yourself informed about local government by attending meetings such as city council or school board.

We hope that this booklet will help show you "Who's in Charge Here" in the many branches of government in Vigo County.

CITY GOVERNMENT

Indiana cities are classified on the basis of their population and are granted charters by the General Assembly. Terre Haute, with a population of 72,500 (according to the 1960 census) is a second class city (population 35,000 to 250,000). The General Assembly prescribes the organization of each city (Indiana cities in all classes must have mayor-council form of government), specifies elected and appointed officials as well as their powers and duties, and authorizes functions and services of city government. These functions and services include maintenance of recreational facilities; maintenance of sewage disposal and sanitation facilities and related services; maintenance of streets, police and fire protection, regulation of traffic.

T E R R E H A U T E C I T Y G O V E R N M E N T

As a glance at Chart 1 indicates, the officials elected by the voters of Terre Haute are the Mayor, the City Council (nine members), the City Clerk and the City Judge. The paragraphs following give some of the responsibilities of these elected officials, plus the methods of appointment of additional officials, boards and commissions and their respective responsibilities.

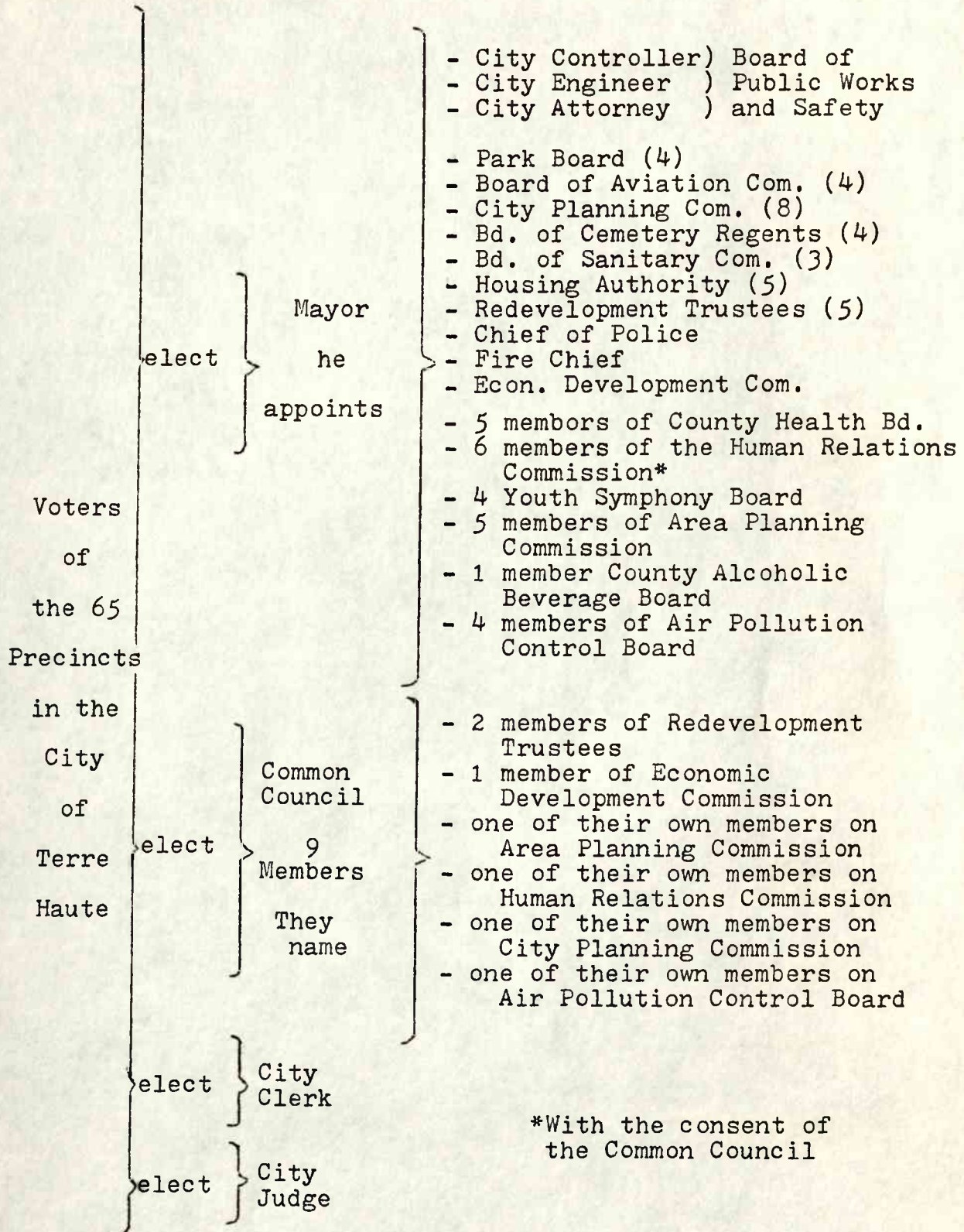
MAYOR

The Mayor, elected by popular vote for a 4-year term, is the chief executive of the city. Some of his duties are to:

1. Execute and supervise enforcement of the ordinances of the city and the laws of the state;
2. Suggest ordinances to the city council;
3. Perform such duties of an executive or administrative character as may be prescribed by law, exercise general supervision and be responsible for the efficiency of city government;
4. Appoint the heads and employees of various departments of city government;
5. Be responsible for the performance of boards and commissions directed by his appointed officials;
6. Fill by appointment vacancies for unexpired terms in city offices (except that of Mayor or Councilman).

CHART 1

Elected and Appointed Officials and Boards of the City of Terre Haute



OFFICIALS APPOINTED BY THE MAYOR

CITY CONTROLLER The chief functions of the City Controller are to:

1. Handle all money paid to the various departments, including parking meter collections;
2. Prepare the budget covering annual expenses for all city departments;
3. Deposit all money with the county treasurer, who acts as ex officio city treasurer and pays funds on order of controller;
4. Appoint chief deputy, bookkeeper, clerk and Barrett Law Clerk (who collects money from property owners for public improvements).

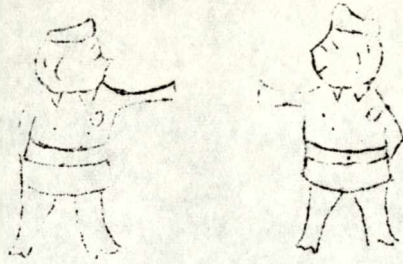
The City Controller becomes Mayor in the event of a vacancy in that office.

CITY ATTORNEY The legal advisor to city officials and departments is the City Attorney, who also prosecutes violations of city ordinances and represents the city in suits of which the city is a part.

CITY ENGINEER All records of surveying and engineering matters are kept by the City Engineer. By virtue of his office he is ex officio member of the Board of Sanitary Commissioners.

BOARD OF PUBLIC WORKS AND SAFETY This Board is composed of the City Controller, City Engineer and City Attorney. The responsibilities of the Board are to:

1. Enforce zoning ordinances and building codes;
2. Pave and maintain streets and alleys;
3. Buy real estate for city construction purposes and enter into contracts for construction of public buildings;
4. Contract for removal of garbage, for lighting and for any other service provided by the city;
5. Employ police, firemen, engineers, surveyors, building inspectors, clerks and helpers;
6. Operate the sewage disposal works and the city bus system.

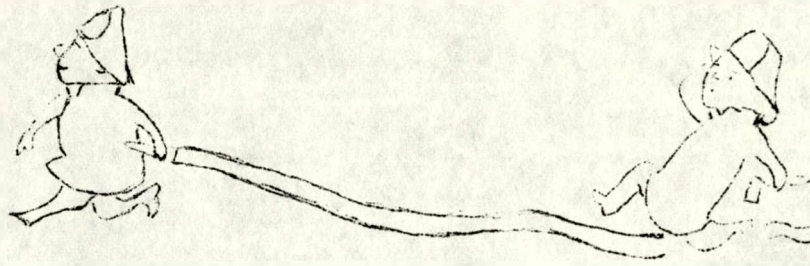


Police Protection The police department operates under the Board of Public Works and Safety. Facilities include one police station, twelve marked cars, twenty unmarked cars and ten motorcycles which are linked by two-way radio. The department is headed by the Chief of Police, appointed by the Mayor and the Board of

Public Works and Safety. The Chief of Police must have five years of service with the department. Under him are five divisions: technical, records, traffic, detective and uniform (the men who walk a beat or man the patrol cars). The Assistant Chief of Police is also Chief of Detectives, heading that division. The other divisions are headed by captains. A Juvenile Aid Bureau has been formed with two full-time officers and a full-time secretary. The total police force comprises 109 policemen, including 2 women. They must be high school graduates or equivalent, be U. S. citizens, have no felony record, be at least 5'9" tall and weigh 150 pounds, and be between 21 and 35 years of age at the time of appointment.

Starting pay is \$6,270. Base pay after one year probation is \$6,450 and ranges up to \$8,930, the Chief's salary. In addition there is a uniform allowance of \$200 per year and longevity pay as follows: beginning at the end of the second year and through the twelfth year there is an increase of \$80 biennially; after a lapse of four years, additional longevity pay following eighteen years' service is \$60. Fifty per cent of group hospitalization is paid by the city. If a policeman must work on any of seven national holidays, he will be granted additional time off. Policemen work a 40-hour week. They may retire after twenty years service with 50% of the pay of a patrolman with 18 years longevity, the amount progressing up to 60% for twenty-five years of service. Pension is based upon salaries of the current year not on the salaries of the year of retirement. Each recruit is sent to Purdue or Indiana University for training and additional training is given locally. The men also attend various courses such as police administration, procedures and juvenile controls offered at Indiana State, Purdue and Indiana Universities, and workshops offered by the FBI.

The police department makes an annual report to the National Safety council and observes Crime Prevention Week with talks in the junior high schools. Equipment and services available to the police department through other law enforcement agencies include: drunkometer, lie detector, scuba divers and boats.



Fire Protection The fire department of Terre Haute is a paid unit under the Board of Public Works and Safety. Facilities include 9 fire stations (plans are underway for a new central station), 10 pump trucks, 4 aerial trucks, 1 snorkel truck, resuscitators and 7 cars.

The 148 men in the department are selected on the basis of physical examination. They must have a high school education and be not over 35 years of age on appointment. The Fire Chief, appointed by the Board of Public Works and Safety, must have had five years of service with the local department. Starting pay is \$6,270. Base pay after one year probation is \$6,450 and ranges up to \$8,930, the Chief's salary. In addition there is a uniform allowance of \$200 per year and longevity pay as follows: Beginning at the end of the second year and through the twelfth year an additional \$80 is paid biennially; after a lapse of four years, additional longevity pay following eighteen years service is \$60. Fifty per cent of group hospitalization is paid by the city. If a fireman must work on any of seven national holidays, he will be granted additional time off. Firemen may retire after 20 years service with 50% of base pay, the amount progressing up to 60% for 25 years service. Pension is based upon salaries of the current year not on the salaries of the year of retirement. The hours of work are set by state law, 24 hours on 24 hours off, with extra days off so that the firemen average 125 days work a year. Constant in-service training is provided.

A Fire Code, passed in 1963, and the removal of dilapidated buildings in the Urban Renewal areas have been of value in fire prevention. An active fire prevention program is carried on in cooperation with the schools and other municipal agencies and civic groups.

The Terre Haute Fire Department also provides fire protection for Honey Creek Township. The township 1970 budget has allocated \$15,000 for the service.

Other local governments provide fire protection for residents of other townships. (See: Township, Fire Protection) All fire departments cooperate with each other in cases of emergency.

Sewage Disposal Works The Board of Public Works and Safety operates the Sewage Disposal Works, hiring a superintendent. The total labor force, including the clerical staff, is thirty-seven persons. Rates are based upon water consumption. Billing is determined on the basis of information furnished by the Terre Haute Water Company, the privately owned utility which supplies much of the water for Terre Haute residents.

At present the plant supplies primary treatment only, but the facilities are so laid out that a trickling filter plant can be added if required by state or federal regulations.

Street Department The Department of Public Works and Safety employs 7 permanent personnel and from 40 to 60 men on a temporary basis to repair and maintain the 403 miles of city streets. Of these 297.8 miles are paved.

City Bus System The bus system, operated by the Board of Public Works and Safety, comprises 12 thirty-five passenger and 6 twenty-five passenger buses. The total labor force for the operation is 38 men.

Parking Meters Approximately 1200 parking meters are under the jurisdiction of the Board of Public Works and Safety. Total collection in 1968 was \$29,516. Four meter maids on the police force, as well as the uniformed policemen, check on parking meter violations. Fines for parking violations are paid at the office of the City Clerk.

OTHER BOARDS APPOINTED BY THE MAYOR

BOARD OF SANITARY COMMISSIONERS The Board of Sanitary Commissioners is composed of 3 members: the city engineer and 2 members appointed by the Mayor for 4-year staggered terms. The board controls all matters of sanitation and has jurisdiction over all sewers and drains in the city. It may construct and control sewers, erect levees and straighten water courses within the city and for a distance of 4 miles beyond the city limits. It is an autonomous body and has the power to issue bonds up to 8% of assessed valuation (a Supreme Court decision declared that a sanitary district is not a political or municipal corporation within the meaning of the constitutional provision limiting municipal indebtedness to 2%).



BOARD OF PARK COMMISSIONERS The four members of this board are appointed by the Mayor on a bipartisan basis (two members from each political party). Duties of the board are to acquire, lay out and improve land for public parks and to make and enforce rules for the parks. It may lease park property to concessionaires. Small annual salaries are paid the board members. The board appoints a superintendent with the approval of the Mayor, also other employees necessary for maintenance and operation. The park system consists of 19 parks and 3 swimming pools, totaling 729.63 acres.

BOARD OF AVIATION COMMISSIONERS The four members of this board, appointed by the Mayor on a bipartisan basis, control and manage Hulman Field for aviation and air commerce. The board also controls Paul Cox Field, which has not been used as an airport since 1957.

BOARD OF CEMETERY REGENTS The four members of this board are appointed by the Mayor on a bipartisan basis. The board supervises the maintenance of the two city cemeteries. Money for the upkeep of the cemeteries comes from the sale of lots and from city taxes.

ECONOMIC DEVELOPMENT COMMISSION The Terre Haute Economic Development Commission has a three-man board appointed by the Mayor. One member is named by the Mayor and one each by the City Council and the County Council. The members serve without salary, but are compensated for personal expenses in the line of duty. The Commission acts as liaison between the city and industrial prospects and has the power to buy, sell and lease business property.

TERRE HAUTE DEPARTMENT OF REDEVELOPMENT The Terre Haute Department of Redevelopment was created by ordinance of the City Council in February 1959. It operates through a Board of Trustees appointed by the Mayor, 2 on recommendation of the City Council, 1 on recommendation of the Circuit Court Judge, and 2 of his own choosing. The Board of Trustees in turn appoints the 5 members of the Redevelopment Commission, who serve one-year terms but may be reappointed. Both boards serve without compensation. The Commissioners appoint the Executive Director.

The federal government will pay 2/3 of the cost of urban renewal projects. The local community may pay its 1/3 either in cash or in "credit." For example, the building of Crawford School on South 5th St. constituted a credit toward the 1/3 support by the local government.

The procedure of adopting an urban renewal project is roughly as follows: after structural inspection of buildings a plan is sent to the Housing and Urban Development Regional Office in Chicago which may recommend changes. After approval in Chicago the plan is forwarded to Washington for further approval. The plan must be finally approved by the Redevelopment Commission and the City Council and presented to the citizens at a public hearing. The federal law stresses the need for citizen participation.

An urban renewal plan includes conservation and rehabilitation of existing buildings as well as demolition. When land has been cleared, the Redevelopment Commission may sell it to other governmental agencies or to private bidders.

Thus far one project, the Southwest Area Project is nearing completion. In June 1967 the Community Center Project entered the execution stage, as the second of Terre Haute's urban renewal projects, with an estimated completion in 1972.

No further projects are planned, nor could federal assistance be received until the city develops a workable program for community improvement which has been recertified by the Federal Government. The last certification expired on July 1, 1967 and before recertification can be granted a systematic housing code inspection program must be undertaken. Certification of a workable program is essential for federal assistance in many other programs, among which are: FHA mortgage insurance, Low Rent Housing, Rent Supplement, Rehabilitation Loans and Grants, Demolition Grants, Concentrated Code Enforcement and Neighborhood Development Programs.

PUBLIC HOUSING AUTHORITY The five members of the Board of Commissioners of the Housing Authority of the City of Terre Haute are appointed by the Mayor for 4-year staggered terms. They serve without pay. The duties of the Board are: selection of sites; planning, development, construction and maintenance of housing. They appoint an Executive Director to carry out their plans. Seven people are employed to operate the three housing projects.

Financing of low rent public housing has been achieved in the following manner: federal funds were advanced for planning; long term bonds were sold on the open market to private investors at low interest rates, to be amortized over a period of 40 years. In order to maintain low rents, an annual federal grant is received. The 1966 federal assistance amounted to \$121,194.95. The 1966 income from rent amounted to \$156,763.61. As no taxes may be levied upon governmental property, an annual payment in lieu of taxes, amounting to approximately 10% of the shelter rent, is paid to the City of Terre Haute.

Eligibility requirements for renting include income limits and assets limits, in addition to qualifying as a "family" in Public Housing Authority terminology. Tenants are expected to comply with the rules and regulations of the Housing Authority.

Three housing developments are completed and occupied. Two of them, each containing 100 units of varying sizes for families, are located at Lockport Road and 12th St., and on E. Margaret Ave. The 100 unit Dreiser Square development on South Third St. houses elderly citizens. Construction of 44 family units and 156 units for the elderly is planned to start in 1967.

CITY PLAN COMMISSION The nine-member City Plan Commission is composed of the City Engineer, a member of the Park Board, a member of the Board of Public Works and Safety, a City Councilman and five lay members appointed by the Mayor, serving 4-year staggered terms, without compensation.

The City Plan Commission hired a professional city planning consultant who drew up a plan in 1959-60. The plan was modified in 1967. The revised plan covers the following areas: sewers; vacant land; water systems; community facilities; existing housing conditions; new housing areas; population trends; schools; proposed schools and recreation areas; the traffic stream; thoroughfare planning; existing street and road conditions; the central business district; parking; traffic volume; land use activity and extent of use.

In July 1967 the City Council passed a comprehensive zoning ordinance for the City of Terre Haute and environs to implement the plan. As Terre Haute and Vigo County have now adopted Comprehensive Area Planning, the City Plan Commission will be abolished when the Area Planning Commission and the City Council pass a resolution necessary to recognize the Area Planning Commission as the city planning agency.

THE TERRE HAUTE HUMAN RELATIONS COMMISSION Fifteen members serving without compensation form this commission. Six members are appointed by the Mayor with the consent of the Common Council. The other members are: Chief of Police of Terre Haute, Superintendent of Vigo County School Corporation, Executive Director of Department of Redevelopment of Terre Haute, and representatives designated by and from the membership of the Common Council of Terre Haute, Terre Haute Board of Realtors, Terre Haute Chapter of NAACP, Terre Haute Council of Churches, Terre Haute Chamber of Commerce and Vigo County Central Labor Council.

The main objectives of the commission are to promote equality of opportunity in education, employment, housing and public accommodations for all citizens in the community regardless of race, color, religion or national origin and to assist in giving effect to the guarantees of equal rights for all citizens of the community as contained in the Constitution and the laws of Indiana and the United States.

Among the duties of the Commission are to:

1. Promote fair employment practices by and for all persons, firms and businesses within the community;
2. Consult with experts in the field of human relations;
3. Receive, investigate and seek to adjust all complaints of discrimination. All complaints before the Commission must be in writing, signed and verified. The person alleging discrimination shall file his complaint with the Commission within 60 days after the alleged discriminatory act is committed.

The Commission holds regular monthly meetings on the fourth Tuesday of each month at 7:00 p.m. The regular meeting place is in the office of the Department of Redevelopment. However, the Commission meets at times in other locations with the date, time and location of such meetings publicized. It may formulate and carry out plans of education to implement its policies and may hold public hearings and make public its findings.

CITY COUNCIL

The Common Council (usually referred to as the City Council) is the legislative body in the city government. It is composed of nine members, serving 4-year terms, six elected by districts and three at large, on a partisan basis. Regular meetings of the Council are held on the third Wednesday of the month at 8:00 p.m. in the City Court. Special meetings may be held on the call of the Mayor. Meetings are open to the public and the minutes are available. Each councilman receives an annual salary, plus traveling expenses. If a vacancy occurs in the Council, the members elect someone to complete the unexpired term.

The duties of the Council include to:

1. Fix salaries and compensation of city officials in accordance with the general law;
2. Pass ordinances necessary to maintain order and protect the health, welfare and safety of the public;
3. Adopt the annual budget and levy taxes accordingly;
4. Enact zoning regulations, building codes, etc.;
5. Create and provide for cumulative building or sinking funds for the construction of public buildings, bridges, sewer systems, etc.

CITY CLERK

The City Clerk is elected by popular vote for a 4-year term. His major duties are to:

1. Keep records of the City Council proceedings;
2. Compile ordinances;
3. Retain city documents, books and seal;
4. Serve as clerk of the City Court.

CITY JUDGE

The City Judge is elected by popular vote for a 4-year term. The city Court has exclusive jurisdiction in connection with all violations of city ordinances, all traffic violations, and those misdemeanor cases which involve not more than \$500 or six months imprisonment. To assist the Judge, a deputy prosecutor is appointed by the Prosecuting Attorney. The City Judge appoints a bailiff (a member of the police department), who investigates cases, serves subpoenas and keeps records of cases.

TOWNSHIP GOVERNMENT

The twelve townships in Vigo County are civil corporations whose chief functions are the administration of poor relief and the assessment of taxable property and related roles.

The government (number of officials) of a township and salaries of its officials are determined by its size and population. As an example, Harrison township elected officials are shown in Chart 2.

TOWNSHIP TRUSTEE

The Township Trustee is elected for a four-year term, may not serve more than 8 years out of a 12-year period, and must be a resident of the township in which he holds office. He is the chief administrative officer of his township, serving as clerk and treasurer.

As township poor relief administrator, he is charged with the care of all poor persons in his township who are not eligible for any other type of public assistance (although recipients of old age assistance, blind assistance, aid to dependent children, etc. may receive supplementary aid from the township trustee if he deems it necessary). Township relief is "in kind" in that the client receives only orders for groceries or services, but no cash. In addition the trustee distributes U. S. government surplus food commodities monthly to those eligible. The trustee may employ investigators of poor relief applicants, within prescribed limits.

Other matters in which the trustee has authority to act as the need arises are in defending the township in legal actions, in purchasing and caring for the land for cemeteries, destruction of marijuana, and paying claims for livestock killed by dogs. Records must be kept of all these activities, and annual reports made.

If a vacancy occurs in the office of trustee, a successor is appointed by the Board of County Commissioners.

TOWNSHIP ADVISORY BOARD

The three members of this board must be freeholders and qualified voters. They are elected for four-year terms. This board exercises financial control over the township similar to that of the County Council over county finances. Among their duties are: adoption of the township budget; fixing of the tax rates for the various funds, authorization of the incurring of indebtedness, approval

of township contracts, and serving as a township board of finance for the purpose of selecting depositories for township funds.

In some townships the trustee and advisory board also provide fire protection for the township residents, either by purchase of equipment, by contract with a volunteer fire department, by contract with a city or town, or a combination of these methods.

TOWNSHIP ASSESSOR

The Township Assessor is elected for a four-year term. He must furnish satisfactory bond to the county auditor; if he does not qualify, his office is declared vacant and the auditor appoints his successor, with the approval of the State Board of Tax Commissioners. If for any other reason a vacancy occurs, the County Assessor appoints a Township Assessor to the vacancy with the approval of the State Board of Tax Commissioners.

The assessor has the duty of placing an assessed valuation for taxing purposes on real property and motor vehicles, aircraft, boats and the like, within the township and of assessing and collecting the dog tax. He employs deputies and assistants.

Townships of more than 5,000 population have an elected township assessor. The trustee acts as assessor in townships of less than 5,000 population.

JUSTICE OF THE PEACE

Two Justices of the Peace are elected in Harrison Township for four-year terms. They are responsible for keeping order in the township and are authorized to try petty civil cases such as damages, trespass and petty criminal cases such as traffic violation, fish or game laws. They may hold preliminary hearings in connection with major criminal offenses. They may also issue search warrants and perform marriage ceremonies. The civil and criminal jurisdiction of the justice of the peace extends over the entire county in which the township is located.

CONSTABLES

Two constables are elected by Harrison Township voters for four-year terms. They act as officers for the two Justice of the Peace Courts. They serve summons, warrants and subpoenas, and enforce the orders of the Justice of the Peace Courts. They are paid by fees according to duties performed, and in addition receive a mileage allowance for travel incident to their services.

COUNTY GOVERNMENT

GENERAL INFORMATION

Counties were established to provide a local unit for the enforcement of laws and the furnishing of services established by the state legislature. County boundaries were set arbitrarily without reference to area or population. The units within Vigo County which have their own government are: the twelve townships; the towns of Riley, Seelyville and West Terre Haute; and the city of Terre Haute.

As Chart #3 indicates, administrative duties are divided among various elected and appointed officials. The following officials are provided for in the State Constitution: clerk of the circuit court, auditor, recorder, treasurer, sheriff, coroner and surveyor. The prosecuting attorney and the judge of the circuit court are also constitutionally provided for, serving the Vigo judicial circuit. The Board of County Commissioners, the County Council, the county assessor, the superior court judges, and various appointed officials were authorized by law enacted by the legislature. The Board of County Commissioners is in a sense both a legislative and an administrative body, as it may pass ordinances and is also responsible for the administration of much of county business. However, the purse strings are held by the County Council as a check upon the County Commissioners and other county officials.

ELECTED OFFICIALS

COUNTY COUNCIL

The County Council is composed of seven members, elected for 4-year terms, four members from councilmanic districts, three at large, as illustrated in chart #4. The functions of the County Council include:

1. The exclusive power of fixing the rate of taxation for county purposes and imposing the tax levy.
2. The exclusive power of making appropriations to be paid out of the county treasury.
3. The adoption of the annual budget after receiving estimates submitted by the various county agencies through the county auditor (subject to modification by the County Tax Adjustment Board and the State Board of Tax Commissioners).
4. The authorization of incurring county indebtedness within the constitutional limitations.

CHART 3

ELECTED OFFICIALS IN VIGO COUNTY INCLUDING SOME OF THEIR APPOINTMENTS

Voters of the 100 precincts of Vigo County	-----	County Council (7 members)	{	- 1 of own members on Air Pollution Control Board
				- appoint 1 member of County Alcoholic Beverage Board
	-----	Board of County Commissioners (3 members)	{	- County Highway Supervisor
				- County Attorney
				- Inspector of Weights and Measures
				- County Physician
				- County Home Superintendent
		They appoint:		- 1 member County Alco- holic Beverage Board
				- 1 of own members on Air Pollution Control Board
				- 4 lay members of Air Pollution Control Board
	-----	Auditor		
	-----	Treasurer		
	-----	Surveyor		
	-----	Assessor		
	-----	Recorder		
	-----	Sheriff		
	-----	Coroner		
	-----	Clerk of the Circuit Court		
	-----	Prosecuting Attorney		
	-----	2 Superior Court Judges		
	-----	Judge of Circuit Court		See section on Courts for appointments

CHART 4 VIGO COUNTY TOWNSHIPS AND ELECTION DISTRICTS

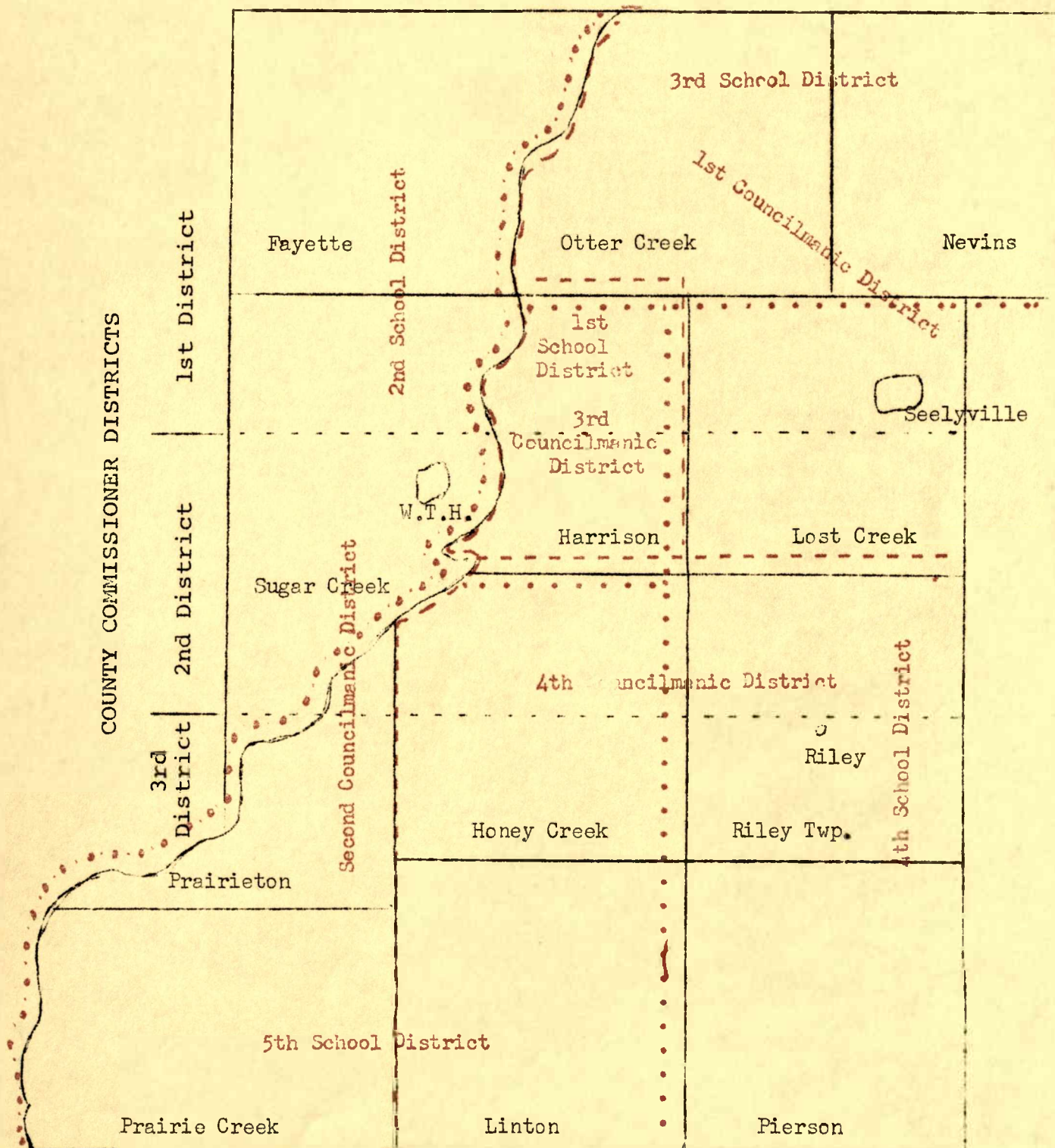
Legend:

_____ Township Lines

- - - - Commissioner Districts

..... School Districts

- - - - County Councilmanic Districts



5. In cases of emergency arising after the budget is adopted, the council is authorized to appropriate additional funds if approved by a two-thirds vote of its members at a special meeting.

BOARD OF COUNTY COMMISSIONERS

Three members elected at large, from residence districts, for 4-year terms, on a staggered basis, form the Board of County Commissioners. The Board is responsible for the general administration of all county business. This includes the following functions:

1. Controlling, maintaining and supervising county property including courthouse, jail, county home, and the equipment and facilities there-in.
2. Supervising of construction and maintenance of roads and bridges including the power to establish a cumulative building fund to provide funds for building and repairing bridges.
3. Performing certain election functions including the establishment of precincts, the providing of polling places and the necessary equipment.
4. Appointing county officials as authorized by law, including the filling of vacancies in case of death or disqualification of certain elective officers.
5. Preparing that part of the annual budget over which county commissioners exercise direct control.
6. Serving with the county surveyor as members of the County Drainage Board.
7. Altering of township boundaries and the filling of vacancies in township offices.

Officials appointed by the County Commissioners include: County Highway Supervisor, County Attorney, Inspector of Weights and Measures, County Physician, Superintendent of County Home, and the three-member Miners Examination Board.

AUDITOR

The County Auditor is a constitutional officer, elected for a 4-year term from the county at large. He may serve only eight years out of every twelve.

The Auditor is the general bookkeeper of the county,

his chief functions being to:

1. Prepare the annual tax duplicates showing the value of property and taxes assessed against each taxpayer;
2. Distribute funds to the governmental agencies for which they were collected.

The Auditor also serves as the clerk for the County Commissioners and the County Council and Secretary for the County Board of Tax Adjustment. He is a member of the County Board of Review.

TREASURER

The County Treasurer, a constitutional officer, is elected for a 4-year term. He is prohibited from serving more than two terms in twelve years. His function is to collect, retain custody of and disburse county funds. Thus he collects property and inheritance taxes. He must annually send a statement of taxes owed to each county taxpayer. The Treasurer also acts as ex officio treasurer of Terre Haute.

RECORDER

The County Recorder, a constitutional officer, is elected for a 4-year term and may not serve more than two consecutive terms. His function is to preserve public records: deeds, mortgages, liens, leases, articles of incorporation and amendments, Army and Navy discharges, bankruptcy notices, etc. Charges made for his services are paid into the county treasury.

CLERK OF THE CIRCUIT COURT

The Clerk of the Circuit Court (called the county clerk) is a constitutional officer, elected for a 4-year term, who may serve only two consecutive terms. His functions include to:

1. Attend, personally or through a deputy all sessions of the circuit and superior courts;
2. File all orders pertaining to civil, criminal and juvenile matters;
3. Issue letters testamentary, letters of administration and guardianship;
4. Record wills, etc.

5. Serve as ex officio election officer and secretary of Board of Election Commissioners;
6. Appoint other members of County Election Board and Board of Canvassers;
7. Receive filings of candidacy of persons seeking elective office.

COUNTY SURVEYOR

The County Surveyor, a constitutional officer, is elected for a 4-year term and may succeed himself without restriction. His responsibility is to survey and keep record of all section corners in the county and to supervise all civil engineering work of the county. He need not be a registered professional engineer, but his salary is fifty percent greater if he is.

COUNTY ASSESSOR

The County Assessor is elected for a 4-year term and may succeed himself without restriction. He functions under the direction of the State Board of Tax commissioners. He has general supervision over property assessment, advising and instructing township assessors. He serves as ex officio member and president of the County Board of Review and appraises estates for inheritance taxes.

O T H E R B O A R D S ,

C O M M I S S I O N S A N D O F F I C I A L S

VIGO COUNTY HEALTH DEPARTMENT

The Vigo County Health Department is under the direction of a seven-member Board of Health, with five members appointed by the Mayor of Terre Haute and two by the Board of County Commissioners. They are appointed for 4-year staggered terms, with not more than four from the same political party. At least two members must hold unlimited licenses to practice medicine. Any vacancy in the Board shall be filled by the original appointing authority of the vacancy.

The Health Board appoints a health officer for a term of four years, subject to the approval of the State Board of Health. He is required to hold an unlimited license to practice medicine. Taxes for support of the Health Department are levied by the County Council.

The Health Department enforces city and county health ordinances and state health laws. The department is in

constant touch with the State Board of Health, works closely with voluntary health organizations such as the Tuberculosis and Visiting Nurses associations, and serves other governmental agencies such as the County Jail and the Department of Public Welfare.

Other specific programs include:

1. The keeping of vital statistics;
2. Control of air pollution;
3. Vector control (fly, rat, mosquito, etc.);
4. Inspection of sanitation, waste, sewage, water supply;
5. Food and drugs (restaurants, food markets, drug stores, taverns, other eating establishments;
6. Communicable disease control -- measles clinics for children up to 12 years of age held throughout county;
7. Public Health Nursing

Monthly well-child clinics in 4 county areas -- inoculations for diphtheria, tetanus, whooping cough, measles; Sabin oral vaccine; small pox vaccination
Service to parochial schools
Service to Glenn Home

8. Venereal disease control;
9. Air pollution division.

In addition to the Health Officer, the staff includes: an administrative assistant, clerks, sanitarians, two county nurses. The Air Pollution group has a director and a staff of two. A volunteer advisory committee works with the Health Department in seeking solutions to various health problems.

VIGO COUNTY PARK AND RECREATION DEPARTMENT

A five member Board is responsible for the operation of the Vigo County Park and Recreation Department. Four members are appointed by the Circuit Court Judge on a bipartisan basis, to serve 4-year staggered terms (after the initial terms have expired). The fifth member is a representative of the Vigo County Extension Department, serving ex officio. The Board holds regular monthly meetings open to the public. A superintendent, qualified in the field of parks and recreation, carries out the program of the department.

The budget of the Park and Recreation Department must be approved by the County Council. The Department is financed mainly through local property taxes. The powers of the Park and Recreation Department include to:

1. Acquire, develop and maintain sites and facilities for parks and recreation;
2. Provide police protection for properties;
3. Exercise power of eminent domain;
4. Sell bonds up to 2 per cent of assessed valuation of property in Vigo County;
5. Accept gifts, donations, and state and federal grants, which are deposited in a special non-reverting fund;
6. Develop a non-reverting capital fund for the purpose of acquiring land or making special capital improvements;
7. Develop a recreation program.

The Park and Recreation Department is in the midst of development of approximately 140 acres to be the first county park. An advisory committee composed of citizens interested in the problems of parks and recreation has been appointed.

THE AREA PLANNING COMMISSION

Introduction The Area Planning Department was formed in 1967 under the AREA PLANNING ACT OF 1957, as amended in 1959 and 1967. The purpose of the act is "to encourage local units of government to cooperatively improve the health, safety, convenience, and the welfare of their citizens and to plan for the future development of their

communities to the end that: highway systems be more carefully planned; that new communities grow only with adequate street, utility, health, educational and recreational facilities; that the needs of agriculture, industry, and business be recognized in future growth; that residential areas provide healthy surroundings for family life; and that the growth of the community be commensurate with and promotive of the efficient and economical use of public funds."

Structure and Function of Commission The department is under the direction of the Area Planning Commission. It is composed of 13 members, 6 representing the city, 6 the county, and 1 representing the three towns -- Riley, Seelyville and West Terre Haute. The law specifies that one of the city members shall be a member of the Board of Public Works or the Board of Sanitary Commissioners appointed by the Mayor, one shall be a member of the Common Council, selected by the Council and four shall be citizen members appointed by the Mayor. Of the six county members, one shall be a member of the County Commissioners selected by the Commissioners, and five shall be citizens, each representing a separate district, appointed by the County Commissioners from nominations made by the township trustees. There is an Advisory Council on Town Affairs composed of one member of each town board of the towns of Riley, Seelyville and West Terre Haute. The Advisory Council has selected one of its members to be a representative on the Area Planning Commission.

The citizen members of the Area Planning Commission will serve 4-year staggered terms (after the initial terms of varying length have expired), are eligible for reappointment, and serve without compensation.

The Commission holds meetings on the second Monday of every month, open to the public, with opportunity for citizens to be heard. Any action requires majority concurrence of the members of the Commission. The powers and duties of the Commission include to:

1. Exercise general supervision of and make regulations for the administration of the affairs of the department;
2. Prescribe uniform rules pertaining to investigations and hearings;
3. Prescribe the qualifications of employees of the department and with the consent of the Executive Director appoint, remove and fix their compensation.

Zoning Ordinances The next task, after the Area Plan Commission has certified a comprehensive plan, is to recommend a zoning ordinance for all lands within the county, to fulfill the purposes of area planning. The ordinance may:

1. Regulate the use and intensity of use of land and lot areas;
2. Classify land uses according to agricultural, industrial, commercial or residential uses;
3. Divide the incorporated areas as well as all unincorporated areas in the county into districts of such kind, character, number, shape and area as will best promote the objectives of the comprehensive plan;
4. Classify, regulate and limit the height, area, bulk and floor space of structures and the area surrounding structures.

Before a zoning ordinance is adopted by the Commission, a public hearing, which has been announced ten days earlier in a public notice, must be held. After adoption of the ordinance, the city, county and town legislative bodies must be presented with certified copies of the ordinance, maps and reports, with the recommendation of adoption of pertinent portions. Each legislative body is allowed 60 days for adoption or rejection of the portions affecting it. Also 25 percent of the registered voters in any township may sign a petition requesting that the zoning ordinance as it applies to that township be submitted to a referendum election within six months. If neither a legislative body rejects the pertinent portion of the ordinance or there is no referendum petition within 60 days, that part of the ordinance becomes law in the area concerned.

Board of Zoning Appeals An integral part of the Area Planning Department is the Board of Zoning Appeals, composed of 7 members selected as follows: 2 citizen members selected by the Commission, one a city representative and one a county; 3 citizen members, not members of any plan commission, appointed by the Mayor; 2 citizen members, not members of any plan commission, appointed by the Board of County Commissioners. They serve 4-year staggered terms (after the initial terms of varied length), may be reappointed, and serve without compensation. Any action must be concurred in by a majority of the Board. The Board must adopt general rules for governing the filing of appeals, the publication of notices, the application for variances and exceptions, and the conduct of hearings. Minutes and records are open to the public.

Every decision of the Board of Zoning Appeals is subject to review by certiorari. Any petition for review must be presented to the courts within 30 days of the decision. The right of jury trial and change of venue from judge or county is provided by law, as well as the right of appeal to the State Appellate Court.

Transition As Terre Haute has adopted a comprehensive zoning ordinance, the Area Plan Commission must by law adopt this ordinance as its first comprehensive plan. Land in the county not now regulated by existing ordinances shall be classified by the Commission as residential or agricultural until the department can conduct land use studies for reclassification and proposed zoning. The Area Plan Commission has contracted with the Soil and Water Conservation Service of the Department of Agriculture for a soil survey of Vigo County to aid in this classification.

COUNTY BOARD OF REVIEW

The County Board of Review is composed of the County Assessor, Auditor and Treasurer ex officio and 2 freeholders of opposite political parties appointed by the judge of the Circuit Court. The chief duties of the Board are to review and determine individual assessments upon complaint of a taxpayer or upon its own motion, and to equalize the various classes of property throughout the county.

COUNTY BOARD OF TAX ADJUSTMENT

The County Board of Tax Adjustment is composed of seven members, not more than four of one political party, selected as follows:

1. One member of the County Council selected by the Council;
2. One member of the Vigo County School Corporation Board of School Trustees, elected by the Board;
3. The Mayor of Terre Haute or a city official chosen by him;
4. Four citizen freeholders selected by majority vote of the judges of the Circuit and Superior Courts.

The function of the Tax Adjustment Board is to review the budgets adopted by the various taxing units in the county. (See Financing our Local Government page 51)

COUNTY ALCOHOLIC BEVERAGE BOARD

The County Alcoholic Beverage Board consists of four members, one appointed by the Board of County Commissioners, one by the County Council, one by the Mayor of Terre Haute, and one by the State Alcoholic Beverage Commission. The chief function of the Board is to check and pass upon applications for licensed to sell alcoholic beverages at retail in Vigo County.

CIVIL DEFENSE

A citizens advisory council sets policies and procedures and appoints the County Director of the Office of Civil Defense. Financial support is provided by the county with 50 per cent reimbursement by the federal government.

A public shelter system of 112 buildings has been developed. The shelters are stocked with survival supplies. For each shelter, a staff of volunteers consisting of manager, radiation monitor, communicator, policing unit, medical unit, chaplain, plumber and electrician has been trained and assigned. Approximately 2,000 persons are involved.

A community shelter plan has been developed by the Area Planning Commission through a grant from the U. S. Army Corps of Engineers.

The civil defense program is combined with a plan for handling natural disasters such as flood or tornado. The program is coordinated with state, federal and other county civil defense programs.

VOTER REGISTRATION, COUNTY ELECTION BOARD, BOARD OF CANVASSERS -- SEE SECTION ON "YOUR PART IN LOCAL GOVERNMENT."

COUNTY ATTORNEY

The County Attorney is employed and his compensation fixed by the Board of County Commissioners. His chief functions are to give legal advice to the Board of County Commissioners and other county officials and to handle litigation to which the county commissioners are a party.

COUNTY PHYSICIAN

The County Physician is employed by the Board of County Commissioners to render medical service to inmates of the County Jail and County Home.

COUNTY INSPECTOR OF WEIGHTS AND MEASURES

The County Inspector of Weights and Measures is appointed by the Board of County Commissioners with the approval of the Division of Weights and Measures of the State Board of Health. His jurisdiction is outside of Terre Haute, as the city has a Weights and Measures department. He has authority to: set standard weights and measures in the county; inspect commercial weights and scales; arrest without warrant violators of the weights and measures statutes.

SUPERINTENDENT OF COUNTY HOME

The Superintendent and the Matron of the County Home are appointed by the Board of County Commissioners. It is their duty to manage the Home, to maintain order and discipline and to assign tasks to those who are able to work. The Home is licensed by the Indiana Health Facilities Commission to accept residents for Comprehensive Nursing Care and for residential care. The purpose of the home is to provide care for: county residents who lack financial resources to maintain themselves; persons needing long-term "Bed Patient Care" beyond their means; persons with limited means if space is available.

COUNTY HIGHWAY SUPERVISOR

The County Highway Supervisor, appointed by the County Commissioners, is responsible for supervision of maintenance and repair of highways, bridges and culverts. He prepares engineering surveys, estimates, plans and specifications. He must be a registered engineer experienced in highway engineering and construction.

In Vigo County approximately 120 miles of State highways are maintained by the State. About 900 miles of secondary roads in the County are maintained by the County Highway Department.

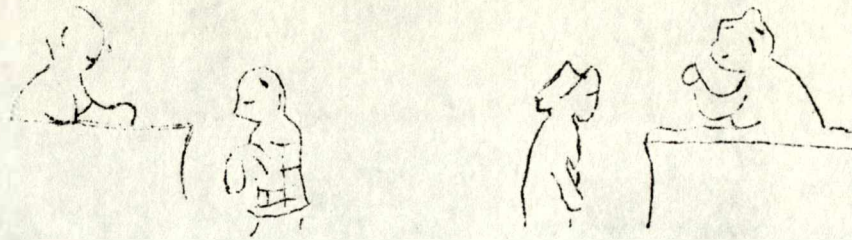
The state motor fuel tax is the major source of funds for county highway departments. Distribution is made by the state back to the counties.

COUNTY DRAINAGE BOARD

The County Commissioners and County Surveyor serve as members of this ex officio board. The Board is responsible for construction and maintenance of public drains.

MINERS' EXAMINATION BOARD

The Miners Examination Board of three members, appointed by the County Commissioners, examines and issues certificates to qualified coal miners.



VIGO COUNTY'S COURT SYSTEM

CIRCUIT AND SUPERIOR COURTS

The Indiana Constitution established judicial circuits for the handling of local court business. When the state was young, most circuits were composed of several counties, and the Circuit Court Judge rode the circuit of the county seats, holding court in one after another. As population and court load increased, the circuits grew smaller, in many cases one county comprising a circuit. That is the case in Vigo County.

Superior Courts have been established in a number of Indiana counties in order to relieve the load of the Circuit Court. Vigo County has two Superior Courts, which handle most of the civil cases, while the Circuit Court has jurisdiction over criminal, juvenile and probate cases. Contrary to earlier history, terms of court are no longer used; instead courts are in continuous session except for vacations of judges.

PROBATE The function of the Probate Division of the Circuit Court is in general to oversee the disposition of property of deceased persons and to provide a place that a record may be kept to determine that the persons entitled to said property are the ones that receive it, and further that all applicable inheritance and estate taxes are paid. In addition, this Division of the Circuit Court handles the appointment of guardians for incompetences and minors and acts as an overseer for trust funds which may be established in perpetuity for charitable purposes.

The Circuit Court Judge has appointed a Referee of the Probate Division, who handles these matters. This includes the authority to:

1. Appoint administrators of estates of non-residents for the purpose of bringing an action to recover damages in case of a fatal accident;

2. Regulate the manner in which notice of sale of real estate in decedents' estates shall be given;
3. Order reappraisal of estates where previous appraisal is believed to be too high or too low.

JUVENILE The Circuit Court Judge has appointed two Juvenile referees. One recommends juvenile disposition to the Circuit Court Judge regarding delinquency. The other, who is an attorney, makes recommendations regarding paternities, wardships and guardianships and hears all contested delinquency cases. Delinquent children may be placed in the custody of their parents, detained in the Vigo County Juvenile Center, placed in foster homes or private institutions, sent to the Indiana Boys or Girls School or any other institution approved for reception of such children.

The Vigo County Juvenile Center, located on the southwest corner of the grounds of the Glenn Children's Home, is administered by the Chief Probation Officer appointed by the Circuit Court Judge. The Center is for those children needing detention for their own protection or that of the community. Diagnosis and treatment for these children are provided. The program at the Center includes: schooling, religious activity, recreation, crafts and hobbies, vocational guidance, and practical experience when possible. The Center has a capacity of 17 juveniles. In addition to the probation officers, there are provided at the Center a superintendent and his wife, two student supervisors, a maintenance man and a fireman.

PROBATION DEPARTMENT An important arm of the Circuit Court is the Probation Department. Six probation officers, including the Chief Probation Officer, are appointed by the Circuit Court Judge from a pool of probation officers who have been screened and tested by the State Department of Corrections. Each probation officer supervises from 35 to 45 cases, helping them to become responsible citizens. Five of these officers deal directly with juveniles and have their offices in the Juvenile Center. One is an adult probation officer, whose office is in the Court House and who deals directly with the Circuit Court.

The probation officers are the chief investigative body for the Circuit Court, especially regarding dependent and neglected children. They work closely with the Department of Public Welfare.

JURY SYSTEM A grand jury and petit juries for each court are chosen periodically. The grand jury is composed of six qualified citizen property holders. Its main duties are to inquire into:

1. All cases of person imprisoned or out on bail but not indicted;
2. All cases of misconduct of public officers of any description;
3. Condition and management of jails and infirmaries;
4. Violations of criminal laws of the state.

All cases prosecuted for murder or treason must be preceded by grand jury indictment.

The petit jury, in all criminal cases, is composed of twelve property holding voters. By law juries in civil cases may be composed of from three to twelve members.

Grand and petit juries are selected in the same way. Each year the Circuit Court Judge appoints two Jury Commissioners to serve the following year. The jury commissioners must be freeholders and voters of Vigo County, of opposite political parties, of good character and integrity, and not interested in any court case pending for the next year. The jury commissioners select from the tax duplicate list twice as many names of qualified voters as will be required for the three courts for the following year, the names distributed as evenly as possible among the three County Commissioner Districts. These names, each on a separate slip of paper, are kept in a locked box and the Clerk of the Circuit Court publicly draws six named for each new grand jury and twelve for each new Circuit and Superior Court jury.

CHANGE OF VENUE Either party in a civil suit may request change of venue. There are two kinds of change: change from the county in which the case is being tried; change from the judge trying the case.

The most common ground for a request for change of venue from the county is the assertion that the opposing party has undue influence over the citizens of Vigo County. The judge must accede to the request if it is allowable by statute, by naming the judges of the four adjoining counties for choice between the litigants. The party having requested the change has first choice in striking a judge, the opposing party second choice and the first party another choice. The second party may then request change of venue from the chosen county, and that judge must name for choice the judges of the counties surrounding him, excluding Vigo County, with the same striking procedure to follow.

The most common ground for a change of venue from the judge is that the judge has bias, interest or prejudice in the case. Upon this request the judge may name any three

judges, not necessarily from Vigo County, or three members of the bar. After two strikes the third person is named a "special judge" for the case. If the "special judge" declines to serve, the original judge must name three other choices for the litigants.

In criminal cases, only "capital" cases (in which a verdict may require capital punishment) are automatically venued from the county upon request of the defendant. In any other criminal case, the defendant must prove that the citizens of Vigo County are prejudiced against him. However, venue from the judge is as easily accomplished as in civil cases.

PROSECUTING ATTORNEY A prosecuting attorney is elected every four years for the Vigo County Judicial Circuit. He prosecutes violators of state laws, representing the State of Indiana in the various courts having criminal jurisdiction. He may appoint deputies and investigators as may be necessary to discharge his duties. His salary is paid partially by the state and partially by the county.

OTHER DUTIES OF CIRCUIT COURT JUDGE In addition to his judicial duties, the Judge of the Circuit Court has important administrative and policy making duties and appointive powers. He is responsible for the overall administration of the three county courts, has to determine the policy of the juvenile and probate divisions and the Glenn Home, is a member of the Commission on Public Records, and has certain powers of review over charitable trusts.

Appointive powers in addition to those related to the court include:

1. Five member Board of the Department of Public Welfare;
2. Four members of County Park and Recreation Board;
3. Two members of County Board of Review;
4. The two members of County Board of Registration;
5. Members of Conservancy District Boards;
6. With Superior Court Judges, appointment of four members of County Tax Adjustment Board;
7. Choosing one member of Board of Trustees of Terre Haute Department of Redevelopment to be appointed by Mayor;
8. Approve appointments to Board of Terre Haute Savings Bank.

SHERIFF The sheriff serves as an officer of the court: serving warrants, subpoenas, etc. He sells mortgaged property under foreclosure proceedings; conveys to state institutions persons committed thereto, executes orders of the County Council and County Commissioners, and serves processes for the County Board of Review. He is an elected official who can not serve more than 8 years in a 12-year period. In addition to his annual salary, the sheriff receives certain fees allowed for feeding prisoners (amount is fixed by the State Board of Accounts), 8 cents per mile if he uses his own car in the discharge of his duties, also fees for taking persons to state institutions. He has a staff of riding deputies, a chief deputy and a bookkeeper.

The sheriff also has charge of the County Jail and prisoners confined therein. The jail staff includes four attendants, two matrons, a cook (paid by the sheriff) and a custodian. The jail has a capacity of 101 inmates.

A mounted posse of volunteers, furnishing their own horses and equipment, has been organized to assist the sheriff's department in searching for fugitives or lost persons in rural areas of Vigo County.

The traffic division enforces all state traffic laws.

CORONER The Coroner's duty is to determine the manner of death in cases involving violence or casualty, or of individuals found dead under unexplained circumstances. The coroner must notify the police agency having jurisdiction and obtain its assistance in making an investigation. When cause of death is determined, he must file a report with the local health officer and the clerk of the circuit court. When an autopsy is considered necessary, a qualified physician must be employed.

The coroner is an elected county official, holding a constitutional office. He may serve no more than two 4-year terms in 12 years. He need not be a licensed physician, but if he is he receives one and one-half times the base salary set by the General Assembly.

The coroner may also act as a peace officer if the sheriff is absent or has been disqualified. He is the only county officer who may arrest the sheriff. He has authority to name his deputies and clerical assistants subject to approval by the county commissioners.

For a summary of all courts in Vigo County, refer to Chart V on the next two pages.

CHART V SUMMARY OF ALL COURTS IN VIGO COUNTY

COURT	CIRCUIT	SUPERIOR
CREATION	Constitution of 1851 - 43rd Circuit	Legislative Acts: #1-1881, #2-1919
NUMBER OF COURTS IN VIGO COUNTY	1	2
NUMBER OF JUDGES	1	2
SELECTION OF JUDGES	Circuit-wide (county-wide) election	County-wide election
TERM OF OFFICE	6 years	4 years
QUALIFICATIONS	Reside in Circuit; admitted to practice law by Indiana Supreme Court.	Same as Circuit
JURISDICTION	County-wide exclusive jurisdiction in all cases: Criminal, Probate, Juvenile. Concurrent civil jurisdiction. Appeals from City Court. Appeals from Justice of the Peace Court. Cases due to special legislation: School Board, Conservancy Districts.	County-wide concurrent civil jurisdiction.
APPEAL	To Supreme or Appellate Court.	To Supreme or Appellate Court.
FEEES	Docket fees go to state and county to defray expenses of court.	Same as Circuit
OTHER OFFICERS OF COURT	ELECTED: County Sheriff, County Coroner, County Clerk. APPOINTED: Probate Judge, Juvenile Referees, Jury Commissioners, Probation Officers, Court Report- ers, Bailiff, Page, Public Defenders. (Empowered to appoint Masters in Chancery)	ELECTED: County Sheriff, County Clerk. APPOINTED: Bailiff, Page, Court Reporter.

CHART V (CONTINUED) SUMMARY OF ALL COURTS IN VIGO COUNTY

COURT	CITY (See also page 12)	JUSTICE OF THE PEACE (See also page 15)
CREATION	Legislative Acts of 1905	Constitution of 1851
NUMBER OF COURTS IN VIGO COUNTY	1	6 - in Harrison, Sugar Creek, Otter Creek, Lost Creek, Honey Creek Townships
NUMBER OF JUDGES	1	6 (2 in Harrison Township)
SELECTION OF JUDGES	City-wide election	Township-wide election
TERM OF OFFICE	4 years	4 years
QUALIFICATIONS	None	None
JURISDICTION	Violations of city ordinances Jurisdiction (exclusive in city) of misdemeanors constituting traffic law violations. Minor infractions of state laws which involve not more than \$500 fine or 6 months imprisonment. (In petty larceny and assault and battery cases, jurisdiction is concurrent with Circuit Court.)	Extends over entire county. Petty civil cases up to \$500. Petty criminal cases up to 6 months imprisonment. Preliminary hearings in connec- tion with major criminal offenses. Traffic law violations. Also: issue search warrants, perform marriage ceremonies
APPEAL	To Circuit Court	To Circuit Court
FEES	Docket Fees	Docket Fees
OTHER OFFICERS OF COURT	ELECTED: City Clerk APPOINTED: Bailiff (a city policeman)	ELECTED: Constable

VIGO COUNTY DEPARTMENT OF PUBLIC WELFARE

Welfare services provided for residents of Vigo County are administered by the Township Trustees (see Township Government) and the Vigo County Department of Public Welfare, which is supervised by and operated according to standards set by the Indiana Department of Public Welfare.

The five-member Vigo County Public Welfare Board, appointed by the Judge of the Circuit Court for four-year terms, must by law have no more than three members of one sex or one political party and must include one township trustee.

The Director of the Vigo County Department of Public Welfare administers the services and assistance programs with Board approval. His staff of one executive officer, four casework supervisors, twenty-one caseworkers and eighteen clerical workers are under the Indiana merit system, which establishes minimum qualifications, salary range and duties for each job.

Each application for aid is evaluated according to eligibility rules determined by Indiana law within the framework of federal legislation. The Vigo County Department of Public Welfare participates in the following assistance and service programs.

AID TO FAMILIES OF DEPENDENT CHILDREN Grants are made to children in their own homes and may include a needy relative. Children are eligible when they are deprived of parental support or care by reason of the death, continual absence or physical or mental incapacity of a parent. Maximum grant by law is \$100 per month for the first child and needy relative and \$25 for each additional child.

OLD AGE ASSISTANCE A maximum grant of \$80 per month is available to any resident 65 years or older who does not have sufficient income or other resources to provide a reasonable subsistence compatible with decency and health.

Support of the above two programs is supplied approximately in the following proportion: 30 per cent - state funds; 20 per cent - county funds (from local property tax); and 50 per cent - federal funds.

BLIND ASSISTANCE AND EYE TREATMENT Funds for this program from state and federal sources are available to anyone 18 years of age or over who is unable to meet his own financial needs.

ASSISTANCE TO THE DISABLED Individuals 18 years of age or older who have been diagnosed as permanently and totally disabled and are without income may receive \$80 per month.

OTHER PROGRAMS Other programs administered by the County Department of Public Welfare include services for crippled children, Old Age Assistance--Medical only, and the Medicare program. Referrals are often made to a variety of private agencies in the county. Cooperation with the prosecutor's office, particularly in the area of child support, is effective.

CHILD WELFARE Services are for homeless, neglected, dependent, handicapped and potentially delinquent children under eighteen years of age. Services include adoption, foster boarding care and placement in the Glenn Orphan Home.

If there is no chance for adoption and no possibility of a broken home situation being corrected, a child of school age may be placed in the Glenn Home. Children are kept up to 18 years of age or older if still in school.

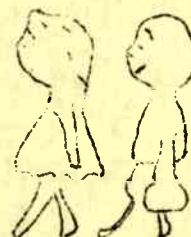
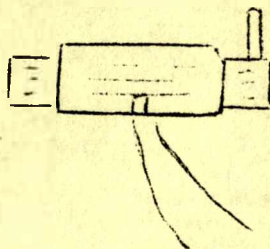
The institution is of the cottage type, with separate buildings for girls, young boys and older boys. It has a capacity of 90.

The Circuit Court Judge appoints the Superintendent who hires his staff with the approval of the Director and Board of the Department of Public Welfare. A full staff of matron, storekeeper, housemothers, cooks, laundresses, maintenance and firemen for round-the-clock operation requires 24 people.

Opportunities for extra-curricular activities such as Scouts, 4-H, Neighborhood Youth Corps are available to the youth. The staff and youth raise all of the meat consumed.

Approximate cost of operation per day per child is \$7.00. The entire Glenn Home budget is included in the Public Welfare Department budget.

EDUCATION



V I G O C O U N T Y S C H O O L C O R P O R A T I O N

ADMINISTRATION

All of the public schools in Vigo County are administered by the Vigo County School Corporation. The governing body is a seven-member non-partisan school board, elected for 4-year staggered terms from districts as illustrated in Chart 4, page 18. Candidates for school board are listed without party designation on a separate ballot in the lower right hand corner of the voting machine at the time of the primary election. The voters of the county will elect one member from each of districts I, II, IV, and V in 1970 and every four years thereafter. In 1972, and every four years thereafter, two members from district I and one member from district III will be elected by the Vigo County voters.

Each board member receives a salary of \$500 per year. He must be a qualified voter at least 25 years of age and a resident of Vigo County and the district from which he is elected for a least three years immediately preceding his election. He shall be ineligible to hold any elective or appointive office under the School Corporation or the government of Vigo County or any township therein while holding membership on the Board. The School Board is a policy making body. Some of its principal duties are to:

1. Provide necessary schools and facilities;
2. Approve or disapprove the employment or discharge of personnel;
3. Set salaries, determine the number of necessary employees, approve or disapprove the assignment of their duties;
4. Provide transportation for pupils;
5. Levy taxes, make budgets, appropriate and disburse funds.

The Board holds two regular meetings per month, which are open to the public and attended by representatives of the news media. Minutes of all meetings are available to the public.

To administer the school system, the School Board hires the Superintendent, who, by law, must have a master's degree in administration and a valid superintendent's certificate.

FINANCE

The local support for the school system is provided by the local property tax. In addition there is state support according to formulas established by state law, as illustrated in Chart #7 below.

ANALYSIS OF STATE SCHOOL SUPPORT 1968-69 SCHOOL YEAR

Type of Support	Factors Involved	Reimbursement
Tuition Support* (teacher and supervisory salaries)	Training and experience of staff Average daily attendance Normal teacher-pupil ratio Wealth of community	\$3,769,718
Special Education	Based on a percentage of costs	107,513
Transportation (basic routes)	Density of pupil population Wealth of Community Number of pupils transported who live more than 1½ miles from school	283,960
Summer School	Training and experience of staff Average daily attendance Wealth of community	43,639

*The tuition support formula is aimed at helping school corporations provide basic minimum education and encouraging them to provide broader services and higher salaries than the minimum requirements.

In addition to the incentive type support listed in the chart, funds amounting to \$1,635,748 were received in 1968-69 from three funds:

- The Property Tax Relief funds, to be used first for debt service, the remainder deposited in the general fund to reduce the tax rate;
- The Corporate Tax funds and the State Intangibles Tax funds, also used to reduce the tax rate.

Federal sources of income include:

1. The National Defense Education Act, Titles III and V
2. Vocational Reimbursement
3. The Elementary and Secondary Education Act, 89 - 10
4. The Economic Opportunity Act

The total of federal funds received in the 1968-69 school year amounted to \$876,234.

The total operating budget for the 1969 calendar year is \$14,910,065, distributed approximately as follows:

General Administration	2.1%
Instruction	74.9%
Attendance and Health Services	.9%
Pupil Transportation	3.7%
Operation	7.7%
Maintenance	4.6%
Fixed Charges (insurance, rent, etc.)	1.8%
Community Services (adult ed., summer rec.)	1.4%
Capital Outlay	1.2%
Transfer Account	1.7%

Average net current expenditure per pupil in average daily attendance (grades 1-12) in 1968-69 was \$679.87.

School construction may be financed by means of:

1. Bond issues, up to 2% of the assessed valuation of Vigo County;
2. A cumulative building fund, up to \$1.25 per \$100 assessed evaluation;
3. Lease rental -- public or private building corporations.

All of these methods are presently being used by the Vigo County School Corporation.

TEACHING STAFF AND SCHOOL ENROLLMENT

Teachers, supervisors, coordinators and administrators numbered 1124 during the 1968-69 school year. Every teacher must have a bachelor's degree in education to be hired by the School Corporation, and a principal must have a master's degree in supervision. The 1969-70 salary scale range follows:

Bachelor's degree \$6,407 in ten years
Master's degree \$6,649 -- \$11,788 in thirty years
Six years training add 10% of base salary (\$5,800 until Dec. 31; \$6,226 beginning Jan. 1, 1970) to regular salary
Doctor's degree from Accredited Teacher Training Institution -- add 20% of base salary to regular salary.

Salary increases are on a step basis. The tenure system provides that a teacher who is hired for a sixth year by the same school corporation is automatically put on tenure. All teachers are members of the Indiana State Teachers Retirement Fund.

The school system comprises 34 elementary, 7 junior high and 5 senior high schools. In 1968-69 school enrollment was as follows:

Kindergarten	1,981
Grades 1 - 6	10,973
Junior High	4,870
Senior High	5,209

TRANSPORTATION

The transportation system for basic education students consists of 106 bus routes, 57 served by School Corporation owned buses, 49 by private and fleet operated buses. In addition the School Corporation owns 7 buses for substitute and special activity use. Contracts for private and fleet buses were awarded in 1967 for 4-year terms.

The Indiana State Police annually inspect all school buses for legal safety requirements. If a bus does not meet the requirements, the School Corporation is notified, and the bus may not be used until the defect is corrected and reinspection proves it safe. In addition the School Corporation has a schedule of semi-annual thorough checking of each corporation-owned bus.

Among the qualifications for bus drivers are the following:

1. A bus driver must be between 21 and 66 years of age;
2. He must have a public passenger's license;
3. He must attend all safety meetings required by the State and the School Corporation;
4. He must have a certificate of health issued by a licensed physician selected by the School Corporation covering: physical ability to drive a school bus; full normal use of hands, arms, feet, eyes and ears; freedom from communicable disease and any mental, nervous, organic or functional disease; visual acuity, with at least 20/40 vision in each eye, 150 degree minimum field of vision and adequate depth perception; and an intradermal TB test;
5. He must not use intoxicating liquor during school hours or within 6 hours of driving the bus.

EXTENDED OPPORTUNITIES

Kindergarten classes are available throughout the county, but no public transportation is provided. In addition to vocational education available to high school students, Distributive Education and Diversified Cooperative Education programs are offered to juniors and seniors. In each of the two latter programs students attend school half days and work half days in selected jobs. All junior and senior high schools have libraries, as do 23 of the 34 elementary schools. All elementary schools have classroom book collections.

The School Corporation cooperates with the city in a summer recreation program and with the County Extension Service in the 4-H program. The Summer School Program, operating in all schools, had a class enrollment in 1969 of 2,781. A student was able to choose whether to enroll in one or two classes. Junior and senior high classes were for both remedial and enrichment studies; the elementary stressed basic skills, principally language and mathematics.

Adult Education Center Evening and Saturday morning classes for adults are held throughout the school year in Gerst-meyer, Garfield and Honey Creek High Schools and the Adult Education Center. Enrollment in the second semester of the 1968-69 school year was 938 students, taking subjects in the following fields: general education, business education, industrial and technical education, special interest, health education and adult homemaking. Fees vary according to the subject, from one to twenty-five dollars. The Center also offers a one-year full-time day program in vocational practical nursing at a fee of \$185.00.

The Department of Pupil Personnel Services is geared to the needs of students who are experiencing problems of normal development or who require a rather intensive and perhaps specialized type of attention. The department embraces the following activities: health services, attendance and home visitor services, speech and hearing therapy, psychological services, pre-employment vocational experience program, counseling services and special education.

Special education comprises classes for physically and mentally handicapped, disturbed, and gifted children held in the junior high schools and 13 elementary schools. Transportation for students not within walking distance is provided where possible.

Three innovative programs have been developed recently within the department. The Diagnostic, Counseling and Remedial Center, established with Federal funds under the Elementary and Secondary Education Act, is in its fourth year of operation and is an integral part of the regular services provided for children who are evidencing learning difficulties.

From the Diagnostic Center has evolved a new program, jointly with nine school districts in Clay, Greene, Parke, Sullivan and Vermillion counties. This project, funded by federal, state and local monies, is designed to provide comprehensive psychological diagnosis and prescriptive teaching services for the school systems included.

Funding from the Education Professions Development Act enables the department to prepare six tutorial aides to facilitate a tutorial reading program with emphasis on perceptual training for primary school age children of lower socioeconomic status.

Other Federally Funded Programs Project Read, funded under the Elementary and Secondary Education Act, has five full-time teachers assigned as special reading teachers to work specifically with under-achievers in reading in twelve target area elementary schools.

Project Materials Center, also funded by the Elementary and Secondary Education Act, is located in Washington School. It is equipped to provide: centralized ordering and processing of library materials, daily delivery of materials too expensive to be owned by individual schools; and supervision by a staff of certified librarians to help target area schools upgrade their library service. The center also maintains and operates central film distribution and audio visual materials services.

Grants for Improvement of Libraries and Library Materials for all public and non-public schools in Vigo County were received from 1966 through 1969, under the Elementary and Secondary Education Act. The instructional materials were ordered and processed for the schools by the Materials Center.

Project Upgrade is to upgrade vocational competencies and provide additional vocational guidance for juniors and seniors in target area schools.

A grant from the Community Action Program of the Office of Economic Opportunity supports 9 Head Start classes in 6 schools during the regular school year. The classes, for four-year olds from economically deprived families are planned to give children and parents background, socially, mentally, physically and emotionally for readiness for a regular school program. Enrollment is limited to 15 pupils. A professional teacher and a teacher aide are employed for each class. They are assisted by a social worker and a registered nurse. During the summer months there are 22 classes of six weeks duration.

Nine classes in Adult Basic Education, instruction in reading, writing and arithmetic, were held during the 1968-69 school year in eight different locations throughout the county. Students are grouped in Level I (grades 1-3), Level II (grades 4-6), and Level III (grades 7-8) on the basis of a test given at the first class meeting. Upon successful completion of level III a student is eligible to receive an Eighth Grade Certificate. However, as students can proceed at their own rate of learning through the use of programmed and semi-programmed material, of the 150 students 6 complete the General Educational Development test and received high school diplomas.

School lunch programs are in operation in 17 elementary, 5 junior high and 4 senior high schools.

O T H E R E L E M E N T A R Y A N D S E C O N D A R Y S C H O O L S

LABORATORY SCHOOL OF INDIANA STATE UNIVERSITY The Laboratory School, grades kindergarten through twelve, under the jurisdiction of Indiana State University, serves a school district of the Vigo County School Corporation. Children from other districts may request permission to attend and will be admitted if room is available.

PAROCHIAL SCHOOLS The six elementary parochial schools in Vigo County include five in Terre Haute and one in St. Mary-of-the-Woods Village. The single parochial high school is located in Terre Haute.

H I G H E R E D U C A T I O N

INDIANA STATE UNIVERSITY In the heart of Terre Haute is Indiana State University, one of four state universities in Indiana, offering both Bachelor's and Master's degrees. A PhD program in certain fields has been established.

ROSE POLYTECHNIC INSTITUTE Bachelor and Master of Science degrees in engineering and the sciences are offered by Rose Polytechnic Institute, located east of Terre Haute on U. S. 40.

ST. MARY-OF-THE-WOODS COLLEGE A college for women, located northwest of Terre Haute, near U. S. 150, St. Mary-of-the-Woods College offers Bachelor of Arts and Bachelor of Science degrees.

WABASH VALLEY TECHNICAL INSTITUTE Our newest educational institution is the Wabash Valley Technical Institute, located on U. S. 41, adjacent to the Indiana State Police Post. The Institute will serve the following counties (known as region VII): Vigo, Sullivan, Greene, Owen, Clay, Vermillion, Parke and Putnam. The Institute is under the direction of a Board of Trustees of seven members who will serve 4-year staggered terms after initial terms have expired. They serve without compensation. One member is appointed by the Governor, the other six members by the trustees of the Indiana Vocational Technical College, the State-wide vocational program of which the Wabash Valley Technical Institute is a part.

The criteria for establishment of a technical institute include: a minimum population of 150,000 (Region VII population is over 230,000); location in concentration or expansion of industry; surveys to determine types of programs needed.

The Indiana Vocational Technical College was established by 1963 State law, amended in 1965. It is under the control of a Board of Trustees of seven members appointed by the governor. The Board serves without compensation, on 4-year staggered terms. The Supt. of Public Instruction serves ex officio; the other six members represent agriculture, manufacturing, labor, commerce and the public-at-large, one man, one woman. The trustees appoint a President of the College. The Indiana Vocational Technical College is funded by state and federal monies and may accept grants and bequests.

The purpose of each regional institute is to provide vocational and technical training for:

1. Students who did not complete high school;
2. High school graduates needing vocational technical education not received in their high school courses;
3. Adults with training beyond high school desiring specialized vocational technical training;
4. Adults requiring retraining.

Plans for the Wabash Valley Technical Institute are based upon a state-wide study made by a professional survey team, a specific survey of the eight local counties, and a series of workshops within region VII under a grant to Indiana State University. At the workshops the director explained the projected program to high school principals and counselors and was told the needs as the high school personnel saw them. Also close cooperation with regional industries and spot surveys help determine the program.

The 1967-68 program will include:

1. Industrial chemistry and physics;
2. Secretarial Science;
3. Health occupations;
4. Industrial management development;
5. Driver education (adults only);
6. Welding;
7. Automotive training (mechanics, body and fender repair and painting).

The latter two programs will be off the premises of the Institute.

Construction of permanent facilities will start in the fall of 1967 with projected completion by 1969, to serve approximately 1,000 students. The future program is planned to include:

1. Farm mechanics;
2. Agri-business;
3. Business and commerce (including computer programming);
4. Distributive education, on the management training level;
5. Expanded health services;
6. Trade and industry, including tool and die, printing, air conditioning, radio and TV;
7. Office education.

PUBLIC LIBRARY SERVICES

VIGO COUNTY PUBLIC LIBRARY

MANAGEMENT

The Vigo County Public Library system is governed by the Vigo County Library Board, which is composed of the members of the Vigo County Board of School Trustees. The Library Board appoints the director who is responsible to it for the operation and management of the libraries.

In accordance with Indiana law, the Library Board establishes the tax rate for the operating budget in an amount not to exceed 37¢ per each \$100 of taxable property. The total budget for 1969 is \$640,700 of which \$100,000 is allocated to the Library Improvement Reserve Fund anticipating the need for a new main library building. The library tax rate for 1969 is \$0.299.

FACILITIES AND RESOURCES

Emeline Fairbanks Memorial Library, 222 North 7th Street. 18,480 square feet, public meeting room for 50 persons, photocopier, microfilm reader-printer, teletype. Books 135,402; periodicals 353 titles; microfilms 1,721; phonorecords 2,891; 16mm film 168; 8mm films 142; information file 76 drawers; 4 each 16mm and 8mm motion picture projectors and projection screens.

Meadows Branch Library, 45-A Meadows Shopping Center, Poplar and 25th Streets. 2,040 square feet, photocopier. Books 16,296; periodicals 65 titles; phonorecords; 8mm films; information file.

Plaza North Branch Library, Plaza North Shopping Center, Ft. Harrison Road and Lafayette Avenue. 3,600 square feet, public meeting room for 25 persons, photocopier. Books 10,196; periodicals 49 titles; phonorecords; 8mm films; information file.

South Branch Library, Southland Shopping Center, 7th Street and Margaret Avenue. 2,625 square feet, public meeting room for 35 persons, photocopier. Books 14,602; periodicals 50 titles; phonorecords; 8mm films; information file.

West Terre Haute Branch Library, 626 National Avenue, West Terre Haute. 2,400 square feet, public meeting room for 60 persons, photocopier. Books 9,705; periodicals 50 titles; phonorecords; 8mm films; information file.

Bookmobiles #1 and #2. Each has 78 square feet of floor space and a book capacity of 1,500. Bookmobile service is provided to outlying suburban and rural areas and to schools without adequate libraries.

SERVICES

Services available in the Vigo County Library System include:

Lending:

Books -- adult, youth, child; large-print by mail
Periodicals, pamphlets and clippings
Phonograph records
Film strips
35 mm slides
Motion picture films: 8mm; 16mm
Motion picture projectors: 8mm; 16mm
Projector screens

Reference

Information by phone: dates, population statistics, spelling of words, telephone directory addresses (major Ind. & U. S. cities), availability of a book
Lists of available materials on special subjects
Assistance for reading or study guidance by staff
Financial reports and business information (e.g., "Dun & Bradstreet," "Standard and Poor," "Value Line").
Genealogical or historical material - Local History Room
Local news clippings and pamphlets information file
Interlibrary loan service for material or information not in library collection.
Assistance in collecting material and information for a speech, committee, individual use

Group Services

Meeting rooms for group meetings or film previews
Consultant services for leadership training, workshop planning, or other assistance to groups, institutions
Discussion groups, library-sponsored (Great Books, Great Decisions, Distaff, etc.)
Guided tours of library; talks to groups about library
Community resource file of speakers, tours, etc.
Program planning assistance

On-spot use of equipment

Photocopier
Microfilm reader to locate information in periodicals
Microfilm printer to copy items in periodicals

Miscellaneous

Pre-school story hour
Book talks on radio
Library-published reading lists, bibliography

Significant services available at the Emeline Fairbanks Library are:

Reference Service: Specialists provide reference and information service in the library, by telephone and by mail. Subject requests are filled, bibliographies are prepared, and specialized research is undertaken for public officials, educators, ministers, business and industry managers and other civic leaders. Information not in the library's collection is obtained quickly by teletype and by inter-library loan. Publications include the "Film Catalog," "Business As Usual" (Quarterly), and "New Books List" (monthly).

Local History: The library collects, preserves, and makes available published information by and about the individuals, institutions and organizations of Terre Haute and Vigo County. This material includes annual reports, minutes of meetings and other current documents of both government agencies and private organizations in addition to the genealogical and historical records of the past. Newspapers on microfilm date back to the Western Register and Terre Haute Advertiser, published in 1823, the first in this area.

Group Services: Program planning and material assistance is provided local groups, government agencies, institutions and the more than 400 voluntary clubs and organizations in Vigo County. The library cooperates with civic organizations and other educational institutions in sponsoring educational and public affairs programs. Publications include the "Program Resource Handbook," "Directory Of Voluntary Clubs And Organizations In Vigo County" and "Program Planner's Bulletin" (issued three times a year).

CULTURAL OPPORTUNITIES

Citizens of Terre Haute are offered many cultural opportunities through the University and colleges, such as concerts, art exhibits and lectures. In addition, the Sheldon Swope Art Gallery owns a permanent collection of fine art objects and frequently features travelling exhibits of merit. Also, the Vigo County Historical Society operates the Historical Museum of the Wabash Valley open to the public from 2 - 5 p.m. on Sunday, from 2 - 4 p.m. on Wednesday and other days by appointment. The Paul Dresser Home, restored by the Society, is open for visitors during the same hours. The Eugene V. Debs Home is open Sunday from 2 - 4 p.m.

Other cultural opportunities for Terre Haute are available through the Children's Theatre, Community Theatre, Terre Haute, Symphony Association and Youth Symphony.

OTHER GOVERNMENTAL DIVISIONS

V I G O C O U N T Y S O I L A N D W A T E R

C O N S E R V A T I O N D I S T R I C T

The responsibility of the Vigo County Soil and Water Conservation District, a governmental subdivision of Indiana, is to promote the wise use of land, water, woodland and wildlife resources for the present and future. The district was organized in 1950. It is managed by a Board of Supervisors of five members. Three of them are elected by the members of the district (landowners with holdings comprising 10 acres or more) and two are appointed by the state soil conservation committee.

Three trained conservationists employed by the District hold state civil service jobs. They provide consultative and technical services to the members of the district in the field of conservation, enlisting the help of both state and federal agencies in related fields.

Soil and water conservation districts are the initial sponsors of small watershed projects or conservancy districts.

C O N S E R V A N C Y D I S T R I C T S

Within the Vigo County Soil and Water Conservation District, there are 3 conservancy districts; (1) Busseron, with about 9,000 acres of the 153,000 acre watershed in Vigo County; (2) Prairie-Vigo; (3) Marion Heights. There are others in the process of development. Among the purposes for which conservancy districts may be established are: flood prevention and control; improving drainage; providing for irrigation; providing water supply; providing sewage disposal.

The members of the board of directors of a conservancy district are appointed by the Circuit Court Judge of the county containing the most land within the district.

All real property within the district constitutes a taxing district for levying a special benefit tax to pay for necessary conservation construction and for operating and maintaining the district. An exceptional benefit tax may also be levied on land which receives exceptional benefit from operation of the plan. The district may accept state or federal funds for establishment or operation as well as gifts from any other source. The district may also issue revenue bonds.

THE VIGO COUNTY COOPERATIVE

EXTENSION SERVICE

The Vigo County Cooperative Extension Service is part of an eight county area service including Clay, Greene, Owen, Parke, Putnam, Sullivan, Vermillion and Vigo. Specialists are available to help the citizens of Vigo County in youth activities, swine, beef cattle, sheep, special crops, agronomy, farm management and marketing, community development, clothing and textiles, child development and human relations, health and nutrition, home furnishings and equipment, and low income. Five of the specialists are located in Vigo County, others in surrounding counties.

All of the staff are appointed by the trustees of Purdue University and technically are members of the Purdue staff and are responsible directly to the Area Administrator. A local Extension Board, elected by citizens involved in the extension program, approves the local program and cooperates with the Area Administrator in employing staff.

The Cooperative Extension Service is supported by federal, state and county funds on a matching basis.

TOWN GOVERNMENT

The three incorporated towns in Vigo County are Riley, Seelyville and West Terre Haute. Their elections are held in odd-numbered years preceding the presidential election.

The elected town officers are the Board of Town Trustees, composed of three members, one elected from each ward, but chosen by the voters of the entire town, and a clerk-treasurer. They serve 4-year terms.

The Board of Town Trustees elects its own president and has legislative and administrative powers to provide necessary services for its residents.

FINANCING LOCAL GOVERNMENT

SOURCES OF REVENUE

The State Constitution provides that the Indiana local finance pattern shall be relatively uniform and equal. The sources of revenue available to local units of government have been prescribed by the state legislature. They include property tax, state grants-in-aid, federal funds, and miscellaneous sources such as fees, licenses and parking meters. Also each local unit has a borrowing power up to a stipulated limit.

By law the largest source of income for local units of government is the property tax. It is levied on lands; buildings; the equipment and inventories of farmers, retailers and manufacturers; automobiles and similar property. The property tax is payable at a fixed rate on each one hundred dollars of assessed valuation. The tax rate for any year depends upon the budgeted expenditures divided by the total assessed valuation. Thus the higher the assessed valuation, the lower the tax rate.

The next major sources of revenue are grants-in-aid from the federal and state governments. These funds are allocated to local units to be used in the financing of public welfare, roads, streets and general government. They are allocated on the basis of school attendance and teacher salaries, the amount expended for public welfare, miles of highways and streets, motor vehicle registration, population and other factors.

Local units also obtain funds from earnings on property they may own, fees, fines, licenses and parking meters.

If additional revenue is needed for capital expenditures, a local unit of government has the power to issue bonds in an amount not to exceed 2% of the assessed valuation of the taxable property within the corporation. The only exception is the Sanitary district which is permitted to bond up to 8% of the assessed valuation of the District.

Included in the taxing units in Vigo County are:

Vigo County
Vigo County Department of Public Welfare
Vigo County Health Department
Vigo County Park and Recreation Department
Vigo County School Corporation
Vigo County Library
Civil City of Terre Haute
Sanitary District
Incorporated Towns
Townships
Conservancy Districts

PROPERTY ASSESSMENT

Real estate in Indiana is assessed for taxing purposes every eight years. Personal property, such as automobiles, and the equipment and inventories of farmers, retailers and manufacturers, is assessed annually. Utilities -- railroads, telephone, telegraph, electric companies etc. -- are assessed annually by the State Board of Tax Commissioners, and the counties in which the utilities own property are advised as to the assessed valuation of the property. Assessed valuation is approximately one-third of market value.

THE PREPARATION OF BUDGETS IN LOCAL TAXING UNITS

In Indiana the budget making procedure for local units of government is prescribed by law. Opportunity is provided for citizens who are concerned to voice approval or objection. Safeguards are also provided so that tax-levying governing bodies may appeal decisions of the reviewing bodies. The steps in the budget making procedure are:

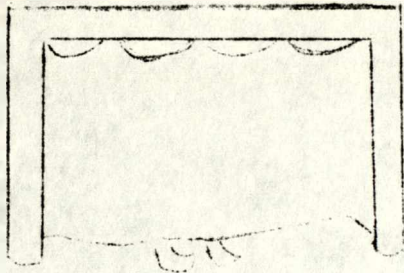
1. The local governing body adopts a budget for publication.
2. The budget is published twice in a newspaper.
3. The local governing unit holds a hearing at which all taxpayers have a right to be heard. The budget may be reduced at this time.

4. The budget is adopted and filed with the county auditor.
5. The budget is reviewed by the County Board of Tax Adjustment, which has the power to approve or decrease it. This Board begins its work on the second Monday in September.
6. If the County Tax Adjustment Board decreases the budget, any local governmental unit may file with the State Board of Tax Commissioners an appeal for an increase of the tax levy and a restoration of an appropriation.
7. Ten or more taxpayers may file an appeal to the State Board of Tax Commissioners from the action of the County Board of Tax Adjustment within ten days after the rates approved by the County Tax Adjustment Board have been published.
8. If the total tax rate in any unit is above statutory limitation, the budgets of that unit are automatically appealed to the State Board of Tax Commissioners.
9. The State Board of Tax Commissioners, consisting of three members appointed by the governor, holds hearings in the various counties and finally determines the tax rates. This Board has the authority to revise, reduce or restore on appeal budget items and tax rates.

The total assessed valuation in Vigo County in 1966 was \$190,584,840.

The total tax rate in Terre Haute in 1966, payable in 1967, was \$10.16 on every \$100 assessed valuation.

YOUR PART
IN OUR LOCAL
GOVERNMENT



If you are a United States citizen 21 years old, have lived in Indiana 6 months, in your township 60 days and your precinct 30 days, you are eligible to register and vote in primary and general elections. (Indiana Code of Election Laws)

REGISTRATION The first step is to register. In Vigo County this may be done in the office of the Board of Voter Registration, before a deputy registration officer or by mail. No fees and no tests are required. Registration is permanent in Indiana as long as you participate in elections. However, if you move or change your name, you must change your registration.

You may register in person:

1. At the office of the Board of Registration in the Court House from Dec. 1 up to and including 29 days before a primary election; from May 15 up to and including 29 days before a general election;
2. With a deputy registration officer from Dec. 1 up to and including 45 days prior to a primary; from May 15 up to and including 45 days prior to a general election.

You may register by mail:

1. If you are a resident of Vigo County but will be absent until after the time for registering for an ensuing primary or general election;
2. If you are confined to your home or a hospital by reason of illness, injury or quarantine so that you cannot be registered at the Board of Registration or by a deputy registration officer. A physician's or Christian Science practitioner's certificate is required.

Registration by mail must be notarized if you are not a member of the armed forces.

PRIMARIES Primary elections take place on the first Tuesday after the first Monday in May. As the primary is a Party election, you must declare your party and you vote for candidates in that party only.* As a member of his party, a citizen performs four functions:

1. Voting for a precinct committeeman;
2. Voting for delegates to the state convention;
3. Voting for candidates for: representative to Congress, members of both houses of the Indiana General Assembly, circuit court judge, prosecuting attorney, county officials, township officials, city officials;
4. Registering preference for a presidential nominee in presidential election years.

THE STATE CONVENTION State party conventions, composed of delegates elected in the primary, are held within sixty days after the primary. Each convention formulates the state party platform and nominates candidates for all state offices and U. S. Senator. (In presidential election years, state conventions also elect delegates and alternates to national party conventions and nominate presidential electors and alternates.)

GENERAL ELECTIONS General elections take place on the first Tuesday following the first Monday in November.

CITY AND TOWN ELECTIONS City and town elections are held in the year preceding the presidential election.

Town elections differ from other elections in that there is no party primary in towns of less than 3,000 population. Instead, nomination of candidates is by town party convention. Also voters are not required to be registered in order to vote unless a town provides by ordinance for such registration.

ABSENTEE VOTING If you cannot get to the polls on election day, you may be able to vote absentee, either by mail or in person.

* In order to participate in a primary, a political party must have received 10% of the votes cast for secretary of state in the last general election. For a number of years only the Democratic and Republican parties have so qualified.

You may vote absentee if you are a registered qualified voter:

1. Expecting to be absent from your county on election day;
2. Expecting to be confined because of illness;
3. Expecting to be absent from your precinct as an election official.

You may vote absentee in person:

1. Before an absent voters' board in the office of the Clerk of the Circuit Court from 30 days before through Saturday before election;
2. At place of confinement on Saturday or Monday before the election before an absent voters' board in county of voting residence.

You may vote absentee by mail:

If you are absent from the county throughout the period beginning 31 days before election and ending after election.

Application for a ballot may be mailed to the County Election Board between 30 days before and the Saturday immediately preceding a primary election. Ballots for a general, special or city election may be applied for between 60 days before and the Saturday immediately preceding the election.

Application for a ballot must be made on a special blank furnished by the County Election Board, available during the 90 days before a primary or general election.

Your best source of help on registering and voting absentee is your precinct committeeman. All absentee ballots are delivered to and counted in the Voter's home precinct on election day.

WHERE DO YOU VOTE? At your precinct polling place. Locations are announced in the legal ads of the daily newspapers 10 days before elections. If you miss them, you may call the County Clerk's office or political party headquarters.

SUPERVISION OF ELECTIONS According to the Indiana Code of Election Laws, elections are supervised by the County Election Board, composed of the Clerk of the Circuit Court

(County Clerk) and one member of each major party recommended by the party chairman and appointed by the County Clerk. The duties of the County Election Board are to prepare and distribute ballots and to appoint the precinct election officials. The Election Board receives instruction and supervision from the State Election Board. All precinct polling places in Vigo County are provided with voting machines by the Board of County Commissioners.

In each precinct, the election is conducted by the Precinct Election Board, consisting of an inspector and two judges. Other precinct election officials are: two clerks, two assistant clerks and two election sheriffs.

The County Election Board also serves as the Board of Canvassers with the duty of canvassing and certifying the votes cast.

PRECINCT COMMITTEEMEN A precinct committeeman has both legal and party duties.

The legal duties are to appoint a vice-committeeman and to attend the county convention to help set up the county party organization.

The party duties are to get the citizens in his party registered and to suggest, in an advisory capacity to the county chairman, persons for appointive positions in the party and for some appointive government offices.

SCHOOL BOARD ELECTIONS School Board elections are non-partisan and may be held at either primary or general elections. In Vigo County they are presently held at the primary. In the past several elections candidates for school board have been grouped in the lower right side of the voting machine. If a person does not wish to declare his party when voting at a primary election, he may request to vote for School Board only.

FILING AS A CANDIDATE For many local offices, the only requirement for filing as a candidate is to be a registered voter. For the Vigo County School Board there are also age and residence requirements in addition to a petition signed by ten registered voters of the candidate's district. (Additional information may be obtained from the Clerk of the Circuit Court.)

INFORMATION ABOUT CANDIDATES For many years, questionnaires compiled by the Terre Haute League of Women Voters, containing biographical information and views of candidates on current issues, have been published in the Terre Haute Tribune-Star nine days before the primary and general elections. The television stations and the League also cooperate in presenting programs on election procedures and programs where candidates appear and express their views.

SALARIES BUDGETED FOR PRINCIPAL LOCAL OFFICIALS FOR 1970

County Commissioners (3)	\$ 7,350	each - transportation allowance of \$700 each
County Councilmen (7)	1,500	each - transportation allowance of \$100 each
Auditor	15,750	
Treasurer	15,750	
Recorder	11,550	
Surveyor	10,000	
Assessor	15,225	
Clerk of the Circuit Court	15,750	
Sheriff	15,750	
Coroner	7,500	
Circuit Court Judge	15,000	plus \$7,000 from State
Superior Court Judges (2)	15,000	each plus \$7,000 from State
Prosecutor	2,000	plus \$15,000 from State
Agricultural Agent	5,410	plus \$7,740 from Purdue
County Park Superintendent	10,000	
Health Officer	14,000	
Chief Probation Officer and Referee	10,300	
Juvenile Court Referee	4,600	
Civil Defense Director	10,000	
County Attorney	7,300	
County Home Superintendent and Matron	12,300	
Highway Supervisor	7,300	
Executive Director of County Planning Commission	12,000	
Director of Vigo County Department of Public Welfare	13,500	
Mayor	12,000	plus possible \$3,000 sewage
City Councilmen (9)	1,800	each
City Judge	7,500	
City Clerk	7,500	
City Attorney	7,500	plus possible \$2,500 sewage disposal salary
Controller	9,500	plus possible \$2,500 sewage disposal salary

City Engineer	\$ 9,500	plus possible \$2,500 sewage disposal salary
Superintendent of City Park Department	6,888	
Vigo County School Corporation Board Members	500 each	
Superintendent of Vigo County Schools	27,000	
Librarian of Vigo County Public Library System	16,500	

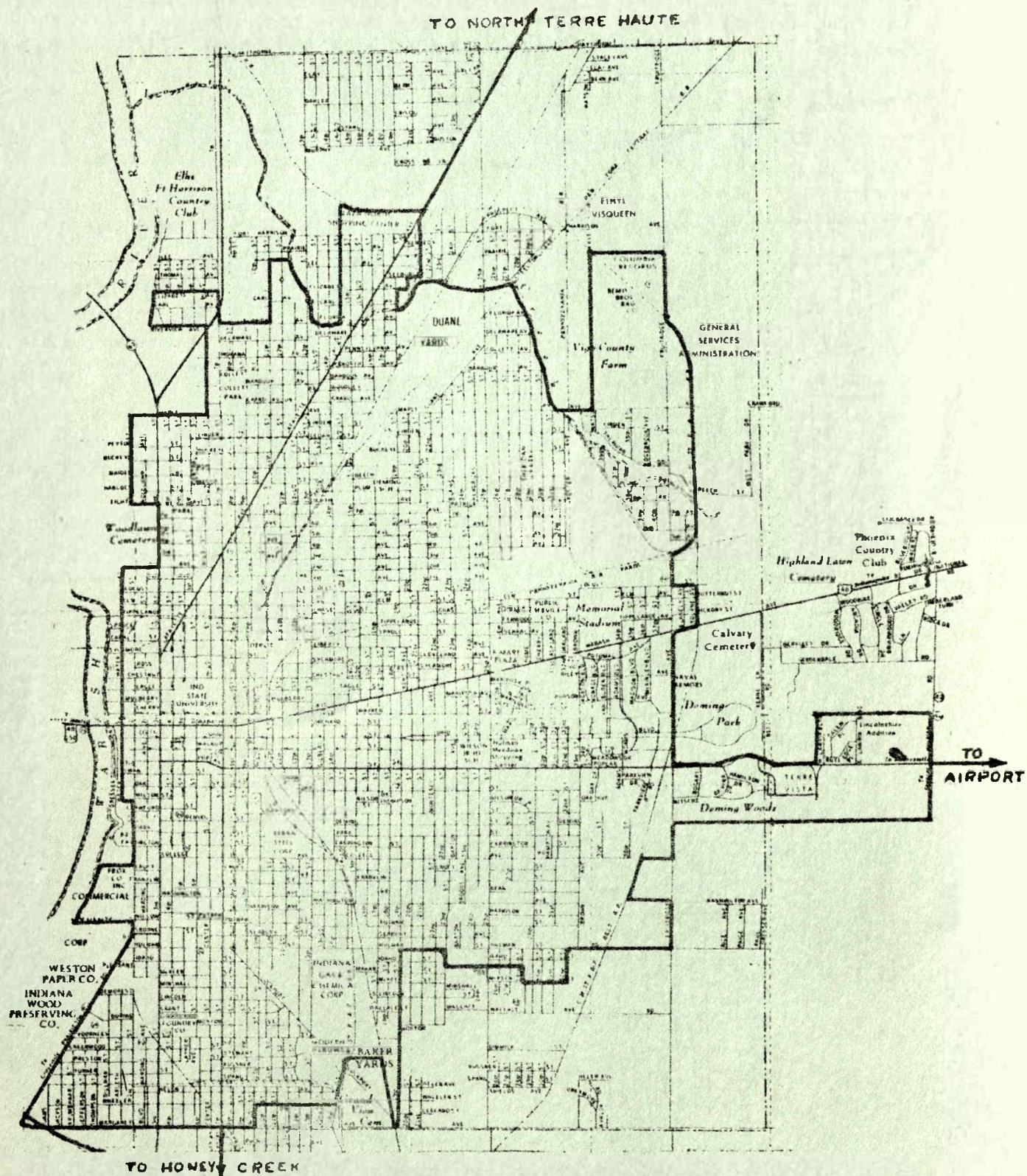
Township Trustees: Salaries of township trustees in Vigo County vary according to class of township and whether or not the trustee serves as township assessor. Township class is determined on the basis of specific factors including population, area and assessed valuation. In eight of the twelve townships the trustee acts as assessor, receiving additional salary from the County General Fund.

WATER AND SEWAGE SERVICE AREAS

Chart VIII shows the approximate service areas of the Terre Haute Water Works Corp. within the confines of Terre Haute. The Terre Haute Water Works also serve suburbs in Honey Creek Township bordering U. S. 41, i.e. Marywood, Southwood, Allendale, Woodgate, Deerfield, and Youngstown. The town of Seelyville is a customer of the Terre Haute Water Works Corp. and in turn supplies water to residents on U. S. 40 and of several Lost Creek subdivisions, as Glenn, Robinwood, Woodridge, Lincolnshire, Glennaire and Cloverland.

Chart IX illustrates the approximate sewage service areas in Terre Haute. Principal sewage lines of the Sanitary District are: the main interceptor sewer, extending from Spruce and Water Streets, south near the river to the Sewage Disposal Plant on Prairieton Road; the Central Relief Sewer beginning at Brown and College Avenues and running west and south until it meets the main interceptor sewer at Idaho St.; and the Lost Creek storm sewer, developed in order that new areas desiring sewage service can in the future be served by both a sanitary and a storm sewer system. Secondary interceptor sewers flow into the main lines from local areas.

Areas which have interceptor sewers but do not yet have local sewage service may obtain it, under the Barrett Law, if the citizens of the area desire to pay for construction of the local sewers to connect with the system.



SERVICE AREAS - T.H. WATER WORKS CORP.